AIR FORCE

SINGLE ACQUISITION MANAGEMENT PLAN

GUIDE

14 Jun 2000

SUMMARY OF REVISIONS
This document emphasizes compliance with Federal Acquisition Regulation Part 7, obtaining SAMP approval before contract award, empowerment of IPTs, industry involvement in SAMP development, developing a single program SAMP, requesting SAMP annex delegations, new solicitation release guidance, a revised SAMP format, and revised Air Force Secretariat processing.

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SINGLE ACQUISITION MANAGEMENT PLAN (SAMP)
GUIDELINES

1.0 REQUIREMENT:

1.1 Applicability. A SAMP is required for Acquisition Category (ACAT) I, ACAT IA, and ACAT II acquisition programs and is optional for all other programs. For ACAT III programs within the Program Executive Officer/Designated Acquisition Commander (PEO/DAC) acquisition plan approval thresholds in AFFARS 5307.104-90, the Program Manager (PM) and PEO/DAC will determine whether to prepare a SAMP in lieu of any other required program documentation. See paragraph 5.2 for ACAT III SAMPs exceeding the PEO/DAC acquisition plan thresholds.

1.2 Timing. A SAMP will be prepared as a result of either of two events: 1) the initiation of a program and documented as a result of the Acquisition Strategy Panel direction (AFFARS 5307.104-91); or 2) a major change in acquisition {AFFARS 5307.103-90(d)} or program management strategy. The Milestone Decision Authority (MDA), Defense Acquisition Executive (DAE), Air Force Acquisition Executive (AFAE), PEO, or DAC may request a SAMP to be prepared or updated, when deemed appropriate. SAMPs shall be approved prior to contract award, unless the SAMP approval authority grants an extension.

1.3 Compliance Documents. DoDD 5000.1, Defense Acquisition, DOD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs, and Federal Acquisition Regulation Part 7, as supplemented, shall be used to develop the appropriate content for the SAMP.

2.0 SAMP PURPOSE: The SAMP serves three purposes.

First, it meets the Federal Acquisition Regulation (FAR) requirements for Acquisition Planning and for a written document (FAR 7.105, as supplemented).

Second, it describes a specific program's overall acquisition and program management strategy, as well as the life cycle sustainment support strategy. As the program matures, the program strategy will continue to evolve. Updates to the SAMP will document these changes. This overall program strategy provides the management framework to support a program decision (milestone review, contract award, etc.) by senior acquisition officials. Since the SAMP describes the overall program strategy, the program office should consider providing a copy of the approved SAMP, with any appropriate funding deletions, to industry at the earliest opportunity.

Third, the SAMP provides a vehicle to request the required statutory and regulatory approvals for implementation of the program strategy. The MDA or AFAE is the approval authority for many of these requests. As a matter of convenience, the SAMP can include these requests at the discretion of the Program Manager. These requests can either be incorporated within the SAMP or as stand-alone attachments. An updated SAMP is not required if the PM

becomes aware of the need for additional approvals after the original SAMP has been approved. The request for these additional approvals should be processed in accordance with existing procedures.

3.0 SAMP CONCEPT:

The SAMP is a concise document that identifies relevant issues and recommends an acquisition and management approach, as well as a support strategy that serves as the roadmap for life cycle sustainment, tailored to the specific needs of a program. The most effective approach to developing a SAMP is through the use of Integrated Product Teams (IPTs). This team must include the Air Force Secretariat and, for ACAT ID and IA programs, OSD participation. Because all the program stakeholders participate in the development of the SAMP, it represents a corporate USAF or Department of Defense position on how to best execute and manage a specific program.

PMs shall develop a single program SAMP for each new program. Single program SAMPs are also preferred for existing programs unless it is more practicable to continue preparing separate SAMPs for distinct, individual portions of a program. When a single program SAMP is prepared, PMs should consider developing an annex to the existing document. An annex may address aspects of the program envisioned in the original SAMP or new programmatic or acquisition issues requiring coordination and approval.

For ACAT IAC, IC SAMPs and below, PMs should consider requesting delegation of SAMP annex approvals to a level consistent with the incremental updates of the SAMP {AFFARS 5307.104-90(b)(2)}. It is imperative all necessary methods are implemented to streamline the processing and approval of SAMPs and SAMP annexes, while at the same time keeping the appropriate stakeholders involved in the approval process.   Below is an example delegation request for a PEO/DAC Non Information Technology Program.

> *Approval of this SAMP also delegates the authority for approval of SAMP annexes. This authority does not include approval for delegation of J&As or any other acquisition document (e.g., TEMP) that requires separate approval. The delegation of SAMP Annex approvals is based on the dollar thresholds in AFFARS 5307.104-90(b)(2). The dollar thresholds are consistent with Acquisition Plan threshold approval levels. Delegation of annex approval authority can be withdrawn at any time by the original SAMP approval authority.*

If a change occurs to a program which significantly affects (e.g., scope, dollar value, contract type) an existing SAMP not using annexes, the PM shall submit the amended SAMP through the channels described in Paragraph 5.0 with a statement summarizing the changes. The SAMP amendment should reflect the current status of the action(s) described, and all changes shall be identified by a vertical bar in the right margin.

SAMPs should be written at a strategic level. This is why Air Force Secretariat and OSD participation are critical -- both are charged with providing strategic guidance for the acquisition community. A SAMP written at a strategic level also provides an additional benefit --

decentralizing program execution authority to the PM and PEO/DAC. (See AFPD 63-1 at http://afpubs.hq.af.mil/pubfiles/af/63/afpd63-1/afpd63-1.pdf) In short, the SAMP provides the vehicle by which the Air Force Secretariat and OSD can provide strategic program guidance, while still leaving the specific implementation of the strategy to the PM and PEO/DAC.

Many of the traditional acquisition documents do a very good job of describing an acquisition approach and how the program office intends to get to contract award. However, the SAMP addresses these issues as well as how the program office intends to manage the program after contract award.

Finally, the discussion in the SAMP is limited to only the information required to adequately describe the overall strategy and support the requested decision. With few exceptions, the information required to meet statutory requirements can easily be incorporated into the SAMP. To the extent possible, attachments should be minimized unless needed to support the program or acquisition strategy.

4.0 SAMP DEVELOPMENT PROCESS

4.1 Integrated Product Teams. The SAMP results from the collaborative efforts of a multifunctional team. In many respects, the process used to develop the SAMP is as important as the document itself. All stakeholding organizations must be active participants in this process. In the case of ACAT ID and ACAT IAM programs, a SAMP IPT is formed as one of the Working-level IPTs (WIPTs) which collectively comprise the Integrating IPT (DODD 5000.2-R). The oversight and review structure as defined in OSD's Rules of the Road, A Guide for Leading Successful Integrated Product Teams, (http://www.acq.osd.mil/sa/asm/product.html) also applies to the SAMP IPT (See Figure 1).
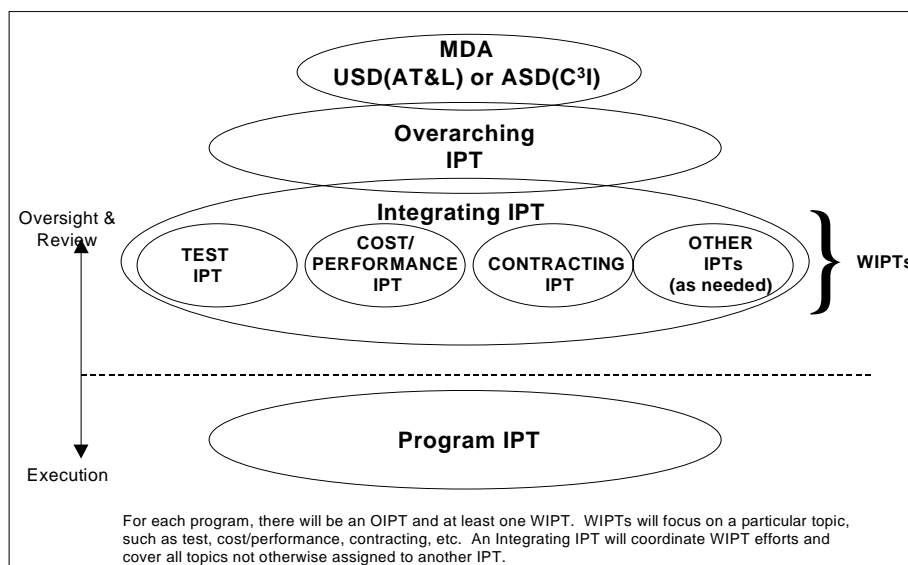

Figure 1. DoD IPT Operational Structure

All staffing and coordination will be accomplished through the SAMP IPT. The Integrating (IIPT) and Overarching (OIPT) provide a forum to review the SAMP and deliberate any remaining issues prior to forwarding the SAMP to the MDA for approval.

The SAMP IPT, led by the Program Manager, will develop a proposed management and acquisition strategy early in the program (see Figure 2). This strategy forms the basis of the SAMP. The questions and statements in section 8.0 provide an idea of the types of information that should be included. The initial draft should only outline the general concepts and program issues to be addressed. Several iterations of the draft will likely be required within the SAMP IPT before all stakeholders are satisfied with its content. This process could take several months, based on program complexity and the number of stakeholders involved. It is important to record the activities, issues, agreements and comments as well as the disposition of issues and comments in order to avoid revisiting them later in the development and approval process. This record can take the form of detailed meeting minutes or an IPT journal.

As a result of the collaborative effort of the SAMP IPT, the final version of the SAMP will have the appropriate level of detail and emphasis. Accordingly, the MDA's expectation will be that all relevant issues have been discussed and any alternative acquisition and program management strategies explored during the SAMP preparation process. The final version of the SAMP should focus on the best alternative for the program.

4.2 SAMP IPT Members. The Program Manager (or designee) leads the SAMP IPT. As a minimum, the following functional areas should be represented in the IPT: Comptroller, Contracting, Engineering {including an Environmental, Safety, and Occupational Health (ESOH) representative}, Intelligence, Judge Advocate, Logistics, Security Police (Program Protection Plan) and the cognizant test organization. In addition, a representative from the primary using MAJCOM is also a critical participant. In most cases, the local representatives from these functionals will be adequate to start the process.

4.3 Stakeholders. Each of the program's stakeholders must be involved in the SAMP preparation process. This includes representation from all staff levels (HQ AFMC, Secretariat, Air Staff, AFOTEC and OSD) as well as the local Center staff. In addition, representation from any other participating service agencies should be involved for joint programs. Program managers should contact the cognizant Program Element Monitor to identify which agencies from the Secretariat, Air Staff, OSD and AFOTEC should participate. Representatives from these organizations should be identified according to the appropriate ACAT level of the program. Additionally, since industry also plays to a great extent an equally important role in managing and executing program requirements, PMs may find it beneficial to engage them in the SAMP development process. Early and continuous involvement with industry has proven to enhance a cooperative relationship and maximize the opportunity for a successful program. AFFARS 5315.201 provides guidelines PMs should consider when engaging industry in the planning process.

The nature of the stakeholders' involvement in the SAMP process depends primarily on the size and complexity of the program. Not all stakeholders need to be involved from the very start. However, the PM should bring them into the process as soon as necessary. As a general rule, it is better to "overinvite" people than to "underinvite" them. If invited, those functionals and agencies who do not have a strong interest in the program will usually decline to participate. On the other hand, failure to invite a functional or agency with an interest may result in redoing much of the effort to address their concerns. The real key to success is getting the right people involved early in the process.

Strategy Planning	→	ASP	→	Initial SAMP	→	Review & Revisions	→	Approval

•**Starts with Program Initiation** •**Use AF Acquisition Planning Guidance** •**Strawman SAMP Written**	•**Cadre of executives and senior advisors from functional disciplines** •**Provides counsel to PM early in development of strategy**	•**Strawman SAMP refined to incorporate ASP guidance and direction** •**Serves as a baseline for IPT reviews and discussions**	•**Coordination expedited through IPT empowerment** •**Results in completed SAMP ready for signature**	•**Secretariat Staffing. PEO AO or PEM obtains appropriate coordination signatures** •**Approvals** **USD (AT&L) - ACAT ID** **ASD(C3I) - ACAT IAM** **ASAF(A) - ACAT IAC** **PDSAF (A&M) - ACATs IC, II, III**

Figure 2. SAMP Development Process

4.4 Traditional Acquisition Documents.   The following traditional acquisition documents can be incorporated into the SAMP by reference:

> Analysis of Alternatives (AOA)
> Cost Analysis Requirements Description (CARD)
> Mission Need Statement (MNS)
> Acquisition Program Baseline (APB)
> Operational Requirements Document (ORD)
> System Threat Analysis (STA)
> Life Cycle Cost Estimates (LCCE)
> Manpower Estimate Reports (MER)
> Test and Evaluation Master Plan (TEMP)
> Modeling & Simulation Support Plan
> Source of Repair Assignment Process (SORAP) Package

The final conclusions, recommendations, or summary of these documents should be incorporated into the SAMP where appropriate. The reader of the SAMP should be advised to view the reference document if additional detail is required.

4.5   Regulatory Contracting Approval (RCA) Documents. RCAs are additional Secretariat approvals required for a variety of situations. These include, but are not limited to: Indemnification Requests, Special Termination Cost Clause Approvals, Source Selection Delegation Requests, Source Selection Plans, Fixed Price Determinations, Organizational Conflict of Interest Waivers, Truth In Negotiations Act Waivers, and Justification and Approvals. The program may need one or more RCAs concurrent with the SAMP approval in order to implement its acquisition strategy.

Approval of some RCAs is dictated by statute and is often above SAF/AQ. Use of a SAMP does not change the preparation and submittal of the various RCAs. As a convenience to the program office, the PM can elect to submit the RCA submitted along with the SAMP for parallel processing.

5.0 AIR FORCE SECRETARIAT SAMP PROCESSING:

    5.1 ACAT I, IA and II SAMPs. The following process (See Figure 3) applies:

        a. Submit SAMPs to the cognizant PEO Action Officer (AO) or to the cognizant Program Element Monitor (PEM) for non-PEO programs. Provide an electronic copy to facilitate changes.

        b. Upon receipt of the SAMP, the PEO AO (or PEM) will consult with the PM to determine if additional IPT meetings are required prior to SAMP coordination. If necessary, the PEO AO (or PEM) will assist the PM in organizing a SAMP IPT. The Program Manager or designee will lead the SAMP IPT (see paragraph 4.0). The SAMP IPT will identify and resolve acquisition strategy and management plan issues, refining the SAMP as necessary to reach consensus. If necessary, the revised SAMP will be signed by the Program Manager and either the PEO or DAC, as applicable. Any issues not resolved by the SAMP IPT will be clearly identified and submitted to SAF/AQ for resolution.

        c. After completion of the SAMP IPT process, the PEO AO (or PEM) will enter the signed (PM and PEO or DAC signatures) SAMP in the formal staffing process and ensure all necessary coordinations and signatures are obtained. The PEO AO (or PEM) will submit the completed SAMP under a Staff Summary Sheet (SSS) to obtain the approval authority's signature (paragraph 7.1). At a minimum, SAF/AQC and SAF/GCQ will coordinate on the SSS prior to forwarding the SAMP for SAF/AQ coordination or approval. When submitted for SAF/AQC coordination, SAF/AQCS will accomplish a final check to ensure the SAMP incorporates the proper business, contract, and competition strategies and enter the document into the Regulatory Contracting Approvals Tracking System (RCATS).   The SSS should include management and acquisition strategies and a program overview, and should identify any waivers, deviations, certifications, and/or approvals being sought. Additionally, the SSS should highlight key issues raised during the SAMP IPT process and their disposition..

        d. Upon receipt of at least the minimum signatures listed above, the PEO AO (or PEM) will submit the coordinated staff summary package to SAF/AQ for approval. After SAF/AQ approval, the PEO AO (or PEM) will provide a copy of the approved SAMP to the cognizant SAF/AQCS for entry into RCATS. If OSD-level approval is required, the PEO AO (or PEM) will submit a copy of the approved SAMP to SAF/AQCS after OSD approval.

    5.2 ACAT III SAMPs. Generally, the Milestone Decision Authority will be final approval for ACAT III SAMPs. However, ACAT III SAMPs **that exceed the PEO/DAC acquisition plan approval threshold (AFFARS 5307.104-90)** will be forwarded to SAF/AQCS for SAF/AQ approval. SAF/AQCS will process the SAMP in accordance with the AFFARS 5307 procedures.
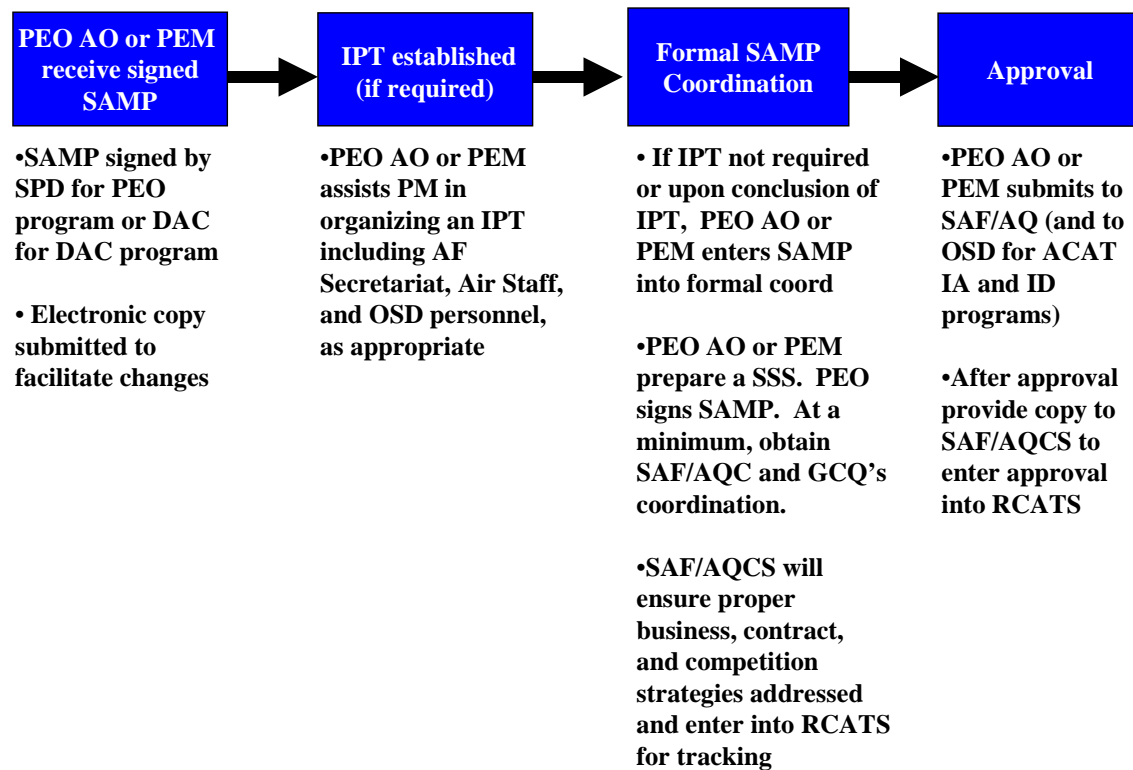
PEO AO or PEM receive signed SAMP	**IPT established (if required)**	**Formal SAMP Coordination**	**Approval**

•SAMP signed by SPD for PEO program or DAC for DAC program

• Electronic copy submitted to facilitate changes

•PEO AO or PEM assists PM in organizing an IPT including AF Secretariat, Air Staff, and OSD personnel, as appropriate

• If IPT not required or upon conclusion of IPT, PEO AO or PEM enters SAMP into formal coord

•PEO AO or PEM prepare a SSS. PEO signs SAMP. At a minimum, obtain SAF/AQC and GCQ's coordination.

•SAF/AQCS will ensure proper business, contract, and competition strategies addressed and enter into RCATS for tracking

•PEO AO or PEM submits to SAF/AQ (and to OSD for ACAT IA and ID programs)

•After approval provide copy to SAF/AQCS to enter approval into RCATS

Figure 3 - Air Force Secretariat SAMP Processing

6.0 SOLICITATION RELEASE:

      6.1 ACAT IAM and ID. For ACAT IAM or ID programs, the requirements in DoD 5000.2-R must be met to obtain MDA approval to release the solicitation. On an exception basis, the MDA may waive this requirement and authorize entering into negotiations before acquisition strategy approval.

      6.2 ACAT IAC, IC, II, III (see paragraph 5.2) and Other High Interest Programs. Solicitation release can be authorized when the MDA approves the acquisition strategy. This may occur at the conclusion of an Acquisition Strategy Panel, when SAF/AQCS sends a solicitation release letter to the PEO/DAC upon initial review of a SAMP, or upon approval of the SAMP. When MDA and/or ASP Chairmanship authority has been delegated below SAF/AQ, the Principal Deputy Assistant Secretary of the Air Force, Acquisition and Management {PDASAF (A&M)} retains solicitation release authority.

      a. Acquisition Strategy Panel (ASP) authorization. When the MDA authorizes release of the solicitation at the ASP, the PM must document this authorization in the ASP minutes. Additionally, MDA approval must be documented in the final SAMP.   If the MDA decides to approve release of the solicitation subject to completion of ASP action items, but prior to SAMP approval, the cognizant PEO/DAC shall submit a copy of the ASP minutes, which will include the action item resolutions, to SAF/AQCS. SAF/AQCS will then prepare a solicitation release letter.

      b. Solicitation Release Letter. If solicitation release is not requested or granted at an ASP, upon the PEO/DAC initial review and signature on the SAMP, SAF/AQCS shall send the PEO/DAC and program office written authorization to release the solicitation on or before the 15th calendar day after SAF/AQCS receives the SAMP. The contracting office may release the solicitation on or after the specified date, unless directed otherwise by the PEO/DAC or SAF/AQ. If necessary, SAF/AQCS shall verbally communicate SAF/AQ direction to the PEO/DAC to stop release of the solicitation followed up by written cancellation or amendment of the authorization. In this case, the contracting officer shall not release the solicitation until the revised release date provided in the amendment or SAMP approval, as specified. After the solicitation is issued, negotiations shall not commence until the SAMP is approved.

7.0 SIGNATURES:

The SAMP **shall include the typed names, titles, signatures of individuals listed below and date**.

7.1 Approval Signatures. Since the SAMP meets the intent of multiple statutory requirements, specific approval signatures are required. The minimum required approval signatures are indicated in Table 1 below.

Table 1. SAMP Approval Signatures

Approval Authority*	Acquisition Category					
	ID	IAM	IAC	IC	II	III
USD (AT&L)	X					
ASD (C3I)		X				
ASAF(A)			X			
PDASAF (A&M) **				X	X	X

* USD (AT&L) - Under Secretary of Defense, Acquisition, Technology, and Logistics
ASD (C3I) - Assistant Secretary of Defense, Command, Control, Communications, and
Intelligence
ASAF (A) - Assistant Secretary of the Air Force, Acquisition
PDASAF (A&M) - Principal Deputy Assistant Secretary of the Air Force, Acquisition and
Management

** PDASAF(A&M) approves ACAT III programs defined in paragraph 5.2 and
any other high interest programs

In most cases, the final approval authority for the SAMP is the Milestone Decision Authority. However, depending on the decisions requested or the statutory information provided, additional approval signatures may be necessary. For example, for all ACAT I and II programs, selected ACAT IAM programs, and other designated programs, AF/TE, AFOTEC/CC, and DOT&E approval is required if the TEMP is incorporated into the SAMP

A number of acquisition decisions and approvals have been delegated to the various levels of acquisition executives. The SAMP will take advantage of this by using an "incremental" approval process. As each of the SAMP approval signatures is obtained, the PM will be authorized to implement the decisions appropriate for that signature level. Conversely, the various SAMP approval officials can only approve those portions of the SAMP within their

delegated authority. For example, a DOT&E signature on the SAMP only represents approval of the test strategy and approach for the program. DOT&E does not have the authority to approve an acquisition strategy or a program management strategy.

7.2 Coordination Signatures. The SAMP IPT recommends which offices coordinate on the final SAMP. As a minimum, the following offices should be included: the Competition Advocate (both local and SAF/AQC * for ACAT I and II programs), the Procuring Contracting Officer, a representative from the local Judge Advocate's office and the SAF General Counsel's office (SAF/GCQ), the local Small Business Office, the local logistics office, the Air Force Directorate of Maintenance (AF/ILM), the PEO or DAC, and the using MAJCOM/DR. Representatives from any outside agencies should also be included as necessary for joint programs.   The minimum coordination signatures are listed in the Table 2 below.

* **Note**: For noncompetitive acquisitions, the Air Force Competition Advocate is SAF/AQC {Deputy Assistant Secretary (Contracting)}. For competitive acquisitions, the signature authority resides with SAF/AQCS {Chief, Programs Division, Deputy Assistant Secretary (Contracting)}.

SAF/FMBI may be requested to coordinate on ACAT I and II SAMPs. All signature agencies must be represented in the SAMP IPT.

Table 2 SAMP Coordination Signatures

Coordination Signatures	Acquisition Category					
	ID	**IAM**	**IAC**	**IC**	**II**	**III**
ASAF (A)	X	X				
PDASAF (A&M) *						
PEO/DAC	X	X	X	X	X	X
SAF/AQC **	X	X	X	X	X	X
SAF/AQCS ***	X	X	X	X	X	X
SAF/GCQ	X	X	X	X	X	X
AF/ILM	X	X	X	X	X	X
System Program Director/PM	X	X	X	X	X	X
PCO	X	X	X	X	X	X
IPT Members	X	X	X	X	X	X
MAJCOM/DR (Using Command)	X	X	X	X	X	X

Center-Level Small Business Office	X	X	X	X	X	X
Local Logistics Office	X	X	X	X	X	X
Center-Level Judge Advocate	X	X	X	X	X	X
Center-Level Comp Advocate	X	X	X	X	X	X

*   PDASAF(A&M) formal coordination not required on document; however will coordinate internally prior to ASAF (A) signature

**   For Noncompetitive Acquisitions only

***   For Competitive Acquisitions only

8.0 SAMP FORMAT:

Below is the **prescribed SAMP format** and some general statements and questions you should consider when preparing your SAMP. At a minimum, you must comply with the requirements for documenting the acquisition plan as described in FAR 7.105, as supplemented. The content will be a direct result of the unique circumstances of your program and the membership of your SAMP IPT. *NOTE: The bold highlighted questions must be answered in order to meet statutory requirements. The source documents and statutory citation are included in parentheses. If the required statutory information identified below is not included in the SAMP, it is likely the traditional documentation included in the citation will be required.* With the exception of Special Access Program SAMPs that are submitted through the appropriate channels, the entire SAMP content should remain unclassified and also free of any source selection sensitive information. Incorporate classified or source selection sensitive information by reference.

A. Executive Summary: Briefly discuss the program objectives and the expected decisions this SAMP supports.

What need is this acquisition program intended to meet?

What decisions are being sought (milestone review, full rate production, acquisition approach, etc.)?

What waivers, deviations, or certifications are necessary for the successful execution of your program? Which are included in this SAMP? (The detailed rationale for these waivers, deviations, or certifications included in this SAMP must be discussed elsewhere in the appropriate section). What approvals or authorizations are required?

B. Mission/ Requirement: Describe the unclassified mission need, desired warfighting capabilities, threat assessment, and concept of operations. Any classified information should be incorporated by reference.

Identify the authoritative source documents (e.g., MNS, ORD, APB, PMD)

What is the expected operational mission of this program?

What is the user's concept of operations and support concept for this program?

Provide a summary description of the requirement.

What threat is this system expected to counter?

What capabilities or operational concepts will this support? (This is significant if the threat is not well defined.)

What are the key operational requirements for this system? (For complete weapon systems, these are usually the Key Performance Parameters in the ORD.)

Have you identified your interoperability requirements (to include appropriate International Standards Agreements) and how are you addressing them?

C. Program Summary: Describe the program background, summary schedule, interfaces with other programs, and joint service involvement if applicable.

What is the relevant history of this program?

Are there any related programs?

Are there any other programs dependent on the success of this program? What is the nature of this dependency?

What alternative solutions were considered? (Use the AOA for reference.)

Are there any unique program circumstances?

What are the top-level program milestones and schedule events?

Discuss the different acquisition phases.

For each phase:

What is to be accomplished?

What are the exit criteria?

Are there other products?

What is the concurrency among phases?

How will this program meet the user's needs and operational employment concept?

Is this a joint program?

Are there any opportunities for allied participation in the program? (Cooperative Opportunities Document, 10 U.S.C. 2350a)

D. Program Management: In this section, discuss the planned management philosophies and organizational roles and responsibilities. Include in your discussion the following areas: management information systems, requirements flow, and cooperative opportunities.

Who are the primary stakeholders?

How will you manage this program?

Is this a New Start program as defined in AFI 63-101 and AFFARS 5332? If so, **has the appropriate Congressional notification occurred**? (SAF/FMBI New Start Homepage http://www.saffm.hq.af.mil/)

Will the contractor be involved in Program IPTs? How?

What acquisition reform initiatives can you incorporate on this program that will result in either program cost savings, improved schedule delivery to the user, or enhanced technical performance.

Explain how Total System Performance Responsibility (TSPR) is being applied.

If appropriate, how have you integrated Modeling and Simulation into your program planning activity? What is your approach to the use of Modeling and Simulation throughout the lifecycle of your program? (DOD 5000.2-R and AFI 16-1002)

Have you complied with the requirements of the Clinger-Cohen Act of 1996 and the Information Technology Management Reform Act? (FAR -- Part 39 Acquisition of Information Technology)

What is the anticipated business management relationship between (1) the program office and the contractor, and (2) the program office and other government agencies?

How will the MDA, SAE/DAE maintain an appropriate level of insight on this program? (Selected Acquisition Report/Defense Acquisition Executive Summary reporting, Monthly Acquisition Reporting, periodic reviews, etc.)

Considering your overall, technical, acquisition, and management approach, how many resources are required to manage this program? *NOTE:* This is a SAF/AQ interest item. (Include the number of government, SETA, CAAS, and FFRDC support personnel required. A projected manning profile based upon the overall approach and program schedule should be included for government, SETA, and FFRDC support.)

What is the available funding for this program? The funding required to support the planned DT&E and OT&E programs must be separately identified. (various documents, 10 U.S.C. 139, 2431) (Include breakout by year of appropriation for all funding sources and identify support from the Working Capital Fund areas as required for Depot Maintenance or Supply Management.)

What financial reporting will be used on this program?

Does the strategy adequately consider funds management? Are there any contingent liabilities (award fee, special incentives, economic price adjustment, business base clauses, termination liability, etc.) planned? If so, are they funded?

Are all significant budget changes and resulting programmatic impacts addressed? Does the funding for the program still match program content? If not, what are the workarounds?

How are you addressing any shortfalls? *NOTE:* A SAMP prepared to support a milestone decision should not have any unresolved shortfalls.

For acquisitions of Federal Information Processing (FIP) resources with expected costs greater than $100 million, what are the key outcome performance measures? What tracking system will be used to measure and report on selected outcome performance measures?

What type of management information systems will be used?

E. Business Strategy: Address the main acquisition approach, to include contract types, competition expected, source selection procedures, provisions and sources. The requirements for an acquisition plan (reference AFFARS Subpart 5307.105 and FAR 7.105) shall be used to help frame this area of your SAMP.   Additional content will vary depending on the nature, circumstances, and stage of the acquisition.

What has been the industry involvement to date?

What is your proposed acquisition approach? (Acquisition Plan, 10 U.S.C. 2304-2306)

How did you conduct your market research? What are the results? (Acquisition Plan, 10 U.S.C. 2377)

Do you contemplate a competitive award or sole source procurement or dual source development with down-select to one production contract? If sole source, what exception to full and open competition applies? (Acquisition Plan, 10 U.S.C. 2304-2306, 15 U.S.C. 644 (a), (d), and (j); PL 100-533)

What Source Selection procedures are being utilized (AFFARS 5315.300)? (Acquisition Plan, 10 U.S.C. 2305)

What type of contract(s) is anticipated? (Acquisition Plan, 10 U.S.C. 2306)

What contract incentives are anticipated?

Have evolutionary acquisition strategy concepts been addressed (Air Force Evolutionary Acquisition Guide and AFI 63-123, Evolutionary Acquisition for C2 Systems)?

How does this acquisition approach "fit in" with any previous relevant acquisitions on this program?

Are there any special contracting considerations?

F. Risk Management: Describe your approach for identifying, analyzing, mitigating, tracking, and controlling performance, cost and schedule risks. The risk management program should provide for continuous risk assessment throughout each acquisition phase to highlight if and how risks have changed.

What are the key technical risk elements?

What is the associated cost and schedule risk with these elements?

Are there additional cost and/or schedule risks independent of the technical risk elements?

How are these risks being eliminated or minimized?

The following Risk Management Tools are available for your consideration in developing your Risk Assessment approach:

a. AFMC Pamphlet 63-101,titled: Risk Management, dated 9 Jul 97 (http://www.afmc-mil.wpafb.af.mil/pdl/afmc/pam/63series/063_101/63-101.pdf) provides program managers and their program management team a basic understanding of the terms, definitions, and processes associated with effective risk management.

b. DSMC Risk Management Guide for DoD Acquisition http://www.dsmc.dsm.mil/pubs/gdbks/risk_management.htm available On-line). The Risk Management Guide is designed to provide acquisition professionals and program management offices with a reference book for dealing with system acquisition risks.

G. Cost and Performance Management: Describe the cost management approach. Summarize the program office estimate, life-cycle cost estimate, and the estimating models used. Include a similar discussion for the technical performance estimates. Discuss how tradeoffs between cost and performance will be encouraged and the government's role in managing the trade space.

What are the technical and cost parameters you will use to manage the program? (Include objective and threshold values; Acquisition Program Baseline, 10 U.S.C. 2435; Consider including a reference to the APB or an unclassified APB as an attachment)

Identify how you will manage tradeoffs between cost and performance.

What is your system engineering approach?

What is your technical approach for meeting the key performance parameters?

Have Cost As an Independent Variable (CAIV) principles been used to balance projected costs with technical parameters? How will you manage the program to achieve these objectives? (DOD 5000.1, DOD 5000.2R)

How will your program implement the Reduction in Total Ownership Costs (R-TOC) approach?

Describe the Manufacturing and Quality Management systems and how they will contribute to minimizing cost, schedule, and performance risks throughout the product life cycle.

Have the remaining program office costs been considered as the program transitions to production and sustainment?

H. Support Concept: This section should address the Source of Repair (SOR) and Integrated Logistics Support (ILS) approaches. A discussion of Human Systems Integration (HSI); Intelligence; Government Furnished Property; Environment, Safety, and Occupational Health (ESOH); and Systems Security support requirements should also be included.

What is your overall support concept for this program (contractor logistics support, organic support, and flexible sustainment)? (DOD 5000.2R)

Has this support concept been certified by AFMC/LG? (SAF/AQ and HQ USAF/IL memo, 14 Jun 99) (http://www.safaq.hq.af.mil/acq_pol/handymemo.pdf)

Has AFMC/LG provided input on the SOR recommendation? (AFI 63-107, Atch 3) (SAF/AQ and HQ USAF/IL memo, 31 Jan 00) (http://www.il.hq.af.mil/ilm/ilmm/depot.html)

How does the support concept ensure integration with other logistics support and combat support functions to provide agile and robust combat support capability?

How will the product support strategy ensure the selection of best value support providers, maximize partnering, and advocate integrated logistics chains IAW DoD product support objectives?

What government furnished property/government furnished equipment is required?

What intelligence support is required to ensure integration of threat and infrastructure data into design, development, test, operations, and sustainment?

How will manpower and spares be minimized (Agile Logistics)?

What is the Command, Control, Communication, Computer and Intelligence Support (C4IS) Strategy? (DOD 5000.2R)

What are the Reliability and Maintainability requirements? (DOD 5000.2R)

Is a warranty appropriate? (FAR 46.7)

How is the program addressing the HSI domains (manpower, training, safety, personnel, health hazard, human factors engineering and survivability)?

Are there any unique HSI challenges?

What is your support strategy for integrating ESOH considerations into the systems engineering process, who is responsible for this, and how are you tracking progress in achieving this?

What is the potential for significant adverse Environmental Safety and Occupational Health (ESOH) impacts associated with the decisions to be made during the next phase? Is the National Environmental Policy Act (NEPA) applicable and the applicable documentation used to mitigate these risks? (42 U.S.C. 4321-4347)

What is the potential for significant adverse operational readiness impacts associated with ESOH laws, regulations, and Executive Orders and how do pollution prevention actions mitigate this risk? (42 U.S.C. 4321-4347)

What is the impact of this approach on national technology or industrial base? (10 U.S.C. 2440)

Identify justification for security concept that will guarantee minimum protection.

I. Test Approach:

Describe your anticipated approaches to contractor and government development test and evaluation, Live Fire Testing (if required), and operational test and evaluation to document the overall structure and objectives of the test program. (TEMP, 10 U.S.C. 139, 2366, 2399, 2400) Part II, Part III, Part IV and Part V of the Test and Evaluation Master Plan guidance would be appropriate in this section. Any supporting detail currently in your TEMP could be included in either the body of the SAMP or as a separate attachment.